Roles and Responsibilities

Introduction

- The role of the Club Admin/Membership Secretary is to manage the membership database of the club.
- It is recommended that any member wishing to act in this role has excellent IT skills and understands the various roles within the club.
- The time commitment of this role varies, but can be dependent on the size of the club.
- It is recommended as good practice that the Club Admin/Membership Secretary needs to be available and accessible on a weekly basis.
- The Club Admin/Membership Secretary role can improve skills that can be used in future and current employment. For example the management of the club's membership database.
- Volunteering in the role of Club Admin/Membership Secretary provides the opportunity to meet new people and provide support for the club.
- The Club Admin/Membership Secretary should set a positive example and work with other volunteers to make the club a success.

Club Admin/Membership Secretary

Roles and Responsibilities

Responsibilities of Club Admin/Membership Secretary

- Comply with Swim Ireland recruitment policy.
- Review and update club handbook with all relevant information for members.
- Work closely with club secretary to ensure club handbooks are available.
- Welcome new members and be a point of contact as required.
- Ensure membership forms, codes of conduct and any other forms are returned promptly by club members.

- Ensure Swim Ireland membership database is kept up to date.
- Responsible for all club member affiliations and payments.
- Maintaining up to date membership files in line with GDPR.
- Organise club registration/welcome evening.
- Arranging handover or succession planning for the position.

Club Admin/Membership Secretary

Roles and Responsibilities

Club Admin/Membership Secretary

Recommended Skills

- Organised
- Excellent IT skills
- Respects confidentiality
- Good Communication skills
- Good time management skills

Requirements

- Digital Pass - Committee Member
- Signed code of conduct
- Attend relevant training for role including.
  - Online Module - Effective Committees
  - Online Module - Effective Meetings
- Attend Club development days and live webinars
- Affiliation Virtual Workshops (June and September)
- Video Tutorials - Swim Ireland Membership Database